



REQUEST FOR QUALIFICATIONS

NAME OF COMPANY SUBMITTING RESPONSE _____

SECTION I - GENERAL INFORMATION

The enclosed **REQUEST FOR QUALIFICATIONS** (RFQ) and accompanying specifications are for your convenience. Respondents are cautioned that the Longview Purchasing Division *is the sole point of contact* for the City of Longview (the City) during this process. Any oral statement by any representative of the City, modifying or changing any conditions of this RFQ, is an expression of opinion only and confers no right upon the respondent. If additional information is needed to interpret the specifications, **written** questions will be accepted by:

City of Longview - Purchasing Division
PO Box 1952 – 300 W. Cotton (zip 75601)
Longview, TX 75606

PHONE (903) 237-1324
FAX (903) 291-5323
purchasing@longviewtexas.gov

Sealed RFQ's will be received no later than: 2:00 P.M., JUNE 5, 2019

MARK ENVELOPE:

RFQ NO. 1819-42 PROFESSIONAL AUDIT SERVICES

CITY OF LONGVIEW PURCHASING OFFICE

PO BOX 1952 – 300 W. COTTON (ZIP 75601)

LONGVIEW, TEXAS 75606

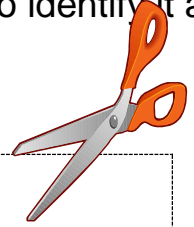
THE CITY OF LONGVIEW appreciates your time and effort in preparing a response. Please note that all responses must be received at the designated location by the deadline shown. Responses received after the deadline will not be considered for award, and shall be considered void.

The City of Longview reserves the right to accept any submittal, to reject any or all submittals, to waive irregularities or informalities in any submittal, and to make the award in any manner deemed in the best interest of the City of Longview.



REQUEST FOR QUALIFICATIONS

Cut along the outer border and affix this label to your sealed response to identify it as a "Sealed RFQ". Be sure to include the name of the company submitting the response.



SEALED RFQ ● DO NOT OPEN

PROFESSIONAL AUDIT SERVICES

RFQ No. 1819-42

RFQ DEADLINE: JUNE 5, 2019 @ 2:00 P.M. CDT

For Information Contact:

**Jaye Latch
(903) 237-1324**

purchasing@longviewtexas.gov

Company Name: _____

Contact Name: _____

Telephone Number: _____

RFQ must be addressed to:

**Jaye Latch
Purchasing Manager
PO Box 1952
Longview, TX 75606
Or**

**Jaye Latch
Purchasing Manager
300 W Cotton St
Longview, TX 75601**

GENERAL INFORMATION

By order of the City Manager of LONGVIEW, TEXAS, Request for Qualifications will be received for:

Professional Audit Services

2.00 The City of Longview is seeking the services of qualified firms of certified public accountants to audit its financial statements and to perform Single Audit for the fiscal year ending September 30 2019, with option to extend the annual contract up to (6) six additional one year periods as it deems to be in the best interest of the City.

2.01 IT IS UNDERSTOOD that the City of Longview, Texas (City) reserves the right to reject any or all responses for any or all services covered in this request and to waive informalities or defects in responses or to accept such response as it deems in the best interests of the City of Longview.

2.02. Responses shall be placed in a sealed envelope and appropriately signed by a person having the authority to bind the firm in a contract. The RFQ number and title shall be marked clearly on the outside as shown below. A label has been provided. Elaborate binding or binders are discouraged. **FACSIMILE TRANSMITTALS WILL NOT BE ACCEPTED.**

2.03 SUBMISSION OF RESPONSES: The City of Longview requests **one original, two (2) hard copies and one (1) electronic copy (flash drive or CD) of your response.** Sealed responses shall be submitted to:

CITY OF LONGVIEW PURCHASING OFFICE
PO BOX 1952 – 300 W. COTTON (ZIP 75601)
LONGVIEW, TX 75606

2.04 LATE RESPONSES: ALL RESPONSES MUST BE RECEIVED IN THE CITY OF LONGVIEW PURCHASING OFFICES BEFORE PUBLISHED OPENING DATE AND TIME. Responses received in the City Purchasing Office after the submission deadline will be considered void and unacceptable. The City of Longview is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp in the Purchasing Office will be the official time of receipt.

2.06 WITHDRAWAL OF RESPONSE: A response may not be withdrawn or canceled by the respondent without the permission of the city for a period of ninety (90) days following the date designated for the receipt of responses.

2.07 AWARD: The City of Longview reserves the right to accept any submittal, to reject any or all submittals, to waive irregularities or informalities in any submittal, and to make the award in any manner deemed in the best interest of the City of Longview.

2.08 ADDENDA: Any interpretations, corrections or changes to this specification will be made by addenda. Sole issuing authority of addenda shall be vested in City of Longview Purchasing Agent. Addenda can be found on the City of Longview website www.LongviewTexas.gov/Bids. Addenda can also be obtained by calling City of Longview Purchasing office at 903-237-1324. It is the responsibility of the respondent to obtain a copy of all addenda pertaining to this RFQ.

2.09 MINIMUM STANDARDS FOR RESPONSIBLE CONTRACTORS: A prospective respondents must affirmatively demonstrate responsibility and must meet the following requirements:

1. Have adequate financial resources, or the ability to obtain resources required;
2. Be able to comply with the required or proposed delivery schedule;
3. Have a satisfactory record of performance;
4. Have a satisfactory record of integrity and ethics;
5. Be otherwise qualified and eligible to receive an award.

City of Longview may request clarification or other information sufficient to determine contractor's ability to meet these minimum standards listed above. Failure to respond to such requests shall be cause for removal from consideration.

2.10 Certificate of Interested Parties (Form 1295)

In 2015, the Texas Legislature adopted House Bill 1295, which added Section 2252.908 of the Government Code. The law states that a governmental entity may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity. The disclosure of interested parties will be submitted online via Form 1295 and must be submitted to the governmental entity prior to any signed contract and/or vote by the governing authority.

The Filing Process:

1. Prior to award by City Council, your firm will be required to log in to the Texas Ethics Commission, https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm and fill out the Electronic Filing Application.
2. Once submitted, the system will generate an electronic Form 1295 displaying a "Certificate Number." Your firm must print, sign and notarize Form 1295.
3. **Within seven (7) business days** from notification of pending award by the City of Longview Purchasing Department, the completed Form 1295 **must** be submitted to City of Longview.
4. Your firm will need to repeat this process and obtain a separate Form 1295 each time you enter into a new contract, renew a contract or make modification and/or amendments to a City of Longview contract.

Instructions and information are available at <https://www/ethics.state.tx.us/tec/1295-Info.htm> or you may call the Texas Ethics Commission at (512) 463-5800.

BY SUBMITTING A RESPONSE YOUR FIRM AGREES TO ADHERE TO HB 1295 REFERENCED ABOVE

Please Note: No action required until notification of potential award by the City of Longview Purchasing Department.

2.11 PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL: Chapter 2270 of the Texas Government Code prohibits the City from entering into a contract with a company unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. The term "boycott Israel" has the meaning assigned by Section 808.001 of the Texas Government Code. The required verification must be made a part of the final contractual agreement between the City and the successful bidder.

CITY OF LONGVIEW, TEXAS
NOTICE OF REQUEST FOR QUALIFICATION STATEMENTS
FOR PROVIDING PROFESSIONAL AUDIT SERVICES

SCOPE OF SERVICES REQUESTED

The City of Longview is seeking the services of qualified firms of certified public accountants to audit its financial statements and to perform Single Audit for the fiscal year ending September 30, 2019 with option to extend the annual contract up to six (6) additional one-year periods as it deems to be in the best interest of the City.

1. The City is a municipal corporation governed by a Mayor-Council form of government. Administrative personnel include a City Manager as well as divisional directors and department managers.
2. The City's fiscal year begins on October 1 and ends September 30.
3. The City currently has the following fund types in its financial reporting:

| Fund Type | Number of Funds |
|-----------------------|------------------------|
| General fund | 1 |
| Special Revenue fund | 18 |
| Debt Service fund | 3 |
| Capital Projects fund | 2 |
| Enterprise fund | 2 |
| Internal Service fund | 6 |

4. More detailed information on the city can be found in the 2018 City of Longview Comprehensive Annual Report at <https://www.longviewtexas.gov/2302/Comprehensive-Annual-Financial-Report-CA> and in the 2018 City of Longview Annual Operating Budget at <https://www.longviewtexas.gov/DocumentCenter/View/5399/Master-Budget-FY-18-19>

Financial Policies adopted by council can be found in the annual adopted budget located at:
<https://www.longviewtexas.gov/2295/Budget>

Based upon the criterion set forth in generally accepted accounting principles, the City has one (1) discretely presented component unit.

Longview Economic Development Corporation (LEDCO)

LEDCO is a Texas nonprofit corporation organized for the purpose of benefiting and accomplishing public purposes of the City of Longview, Texas by promoting, assisting and enhancing economic development activities for the City. The Board member are appointed by the City of Longview City Council.

Based upon the criterion set forth in generally accepted accounting principles, the City has two (2) blended component units: City of Longview Firemen's Relief and Retirement Fund (LFRRF) and Longview Transit Management, Inc.

City of Longview Firemen's Relief and Retirement Fund

The City is the trustee, or fiduciary agent, for the Longview Firemen's Relief and Retirement Fund. The City's fire department employees participate in LFRRF, which functions solely for the benefit of the active and retired firefighters and is governed by a pension board. The City's fiduciary activities are reported in a separate Statement of Fiduciary Net Position and Changes in Fiduciary Net Position. The activities of this fund are excluded from the City's government-wide financial statements because the City cannot use these assets to finance its operations.

Longview Transit Management, Inc.

Longview Transit is a legally separate entity that operated the public transit system in and about the City of Longview and is the employer of the transit system employees.

The following Scope of Work is to be provided by the successful offeror:

1. The City's general purpose financial statements will be audited in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States, provisions of the federal Single Audit Act Amendments of 1996 and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations. The auditor will express an opinion concerning whether the general purpose financial statements present fairly, in all material respects, the financial position of the City of Longview, Texas, and the results of its operations and the cash flows of its proprietary fund types for the year then ended in conformity with generally accepted accounting principles.
2. The City also desires the auditor to express an opinion on the fair presentation of its combining and individual fund financial statements and schedules in conformity with the generally accepted accounting principles. The auditor is not required to audit the introductory section of the report or the statistical section of the report.
3. In accordance with Government Auditing Standards, the auditor will consider the City's internal control structure over financial reporting and access control risk. It is recognized that the management of the City is responsible for establishing and maintaining an internal control structure.
4. Auditors will be responsible for report preparation, editing, printing and reproduction of the Comprehensive Annual Financial Report (CAFR), which is to include supplemental statistical data. City of Longview will need approximately fifteen (15) printed copies and one completed electronic, searchable, protected copy of the final audit report.
5. The CAFR will be prepared in accordance with the most recently issued Governmental Accounting Auditing and Financial Reporting (GAAFR), and the standards promulgated by the Governmental Accounting Standards Board (GASB), in the format and with the content necessary in the opinion of the Auditor and Director of Financial Services to qualify for the Certificate of Achievement for Excellence in Financial Reporting issued by the Government Finance Officers Association of the U.S. and Canada (GFOA).
6. Audit services shall include:
 - a. Review of electronic and/or physical files that will be made available during audit process
 - b. Preparation of schedules required for completion of fieldwork and audit papers.
 - c. Preparation of confirmations.
 - d. Preparation of related footnotes.
 - e. Assistance with and preparation of transmittal letter, management discussion and analysis letter and supplementary data as needed for the completion of the financial statements.
 - f. Preparation and filing of an application for the Certificate of Achievement in Financial Reporting Issued by the Government Finance Officers Association.
 - g. Response to inquiries from agencies concerning the CAFR as it pertains to their requirements.
 - h. Detailed response to each of the GFOA review comments and suggestions for improvements.
 - i. Filing with Federal Audit Clearinghouse for single audit.
7. The annual financial statement, including the auditor's opinion on the statement, shall be presented to the City Council at a public meeting of the City Council and filed in the office of the City's Secretary within 180 days after the last day of the municipality's fiscal year in accordance with Texas Local Government Code §103.003. The audit and annual financial statement shall comply with the requirements of Texas Local Government Code Chapter 103.
8. Any draft financial report and adjusting journal entries shall also be reviewed with City staff and shall allow for consideration of staff's corrections and recommendations. The auditor shall prepare and review the financial report format and requirements with City staff prior to its submission of a final draft. City of Longview has sole discretion over final audit report prior to finalization.
9. The auditors shall advise the City of any errors, irregularities, or illegal acts that may come to the auditor's attention.
10. Progress payments are allowed and must be invoiced according to approved audit schedule. Invoices are subject to approval and acceptance by City of Longview Contract Administrator

SUBMITTAL FORMAT:

All submittals must follow the same format. To be accepted for evaluation, the submittal format must address all required components in order.

The aim of the required format is to simplify the submittal preparation and evaluation process and to ensure that all submittals receive the same orderly review.

All submittals must include the following components:

| <u>Section</u> | <u>Topic</u> |
|----------------|---------------------------------------|
| 1 | Cover Letter |
| 2 | Firm Profile |
| 3 | Project Services |
| 4 | Project Team |
| 5 | Related Experience and References |
| 6 | Project Approach and Schedule of Work |
| 7 | Additional Information |

Submittal Components:

- A. **Cover Letter:** Provide a one or two page cover letter. Include the original signed cover letter with the original submittal and a copy of the cover letter with each copy of the submittal.

The cover letter should provide the following:

- A brief statement of the firm's understanding of the audit process
- The name, title, phone number, fax number, e-mail address and street address of the person in the firm's organization who will respond to questions about the submittal
- Highlights of the firm's qualifications and ability to perform the audit services

- B. **Firm Profile:** Provide the following information about your firm:

- The firm's name, e-mail address, business address, phone number and fax number
- Types of services and products offered
- Number of years in business
- Number of employees
- The location of the offices that would provide the audit services
- A brief statement of the firm's background, demonstrating longevity and financial stability
- Current workload
- Demonstrate the ability of your firm to complete deadlines.

- C. **Audit Services:** In this section, which is intended to be the heart of the submittal, describe the respondent's expertise with the methods necessary to perform the audit services. Include a narrative explaining firm's ability to meet the mandatory criteria. Include copies of required licenses.

- D. **Audit Team:** Start the section by introducing the designated lead auditor and for each key person that could be assigned, their audit experience, education and professional registration. Only submit resumes for individuals that will actually be assigned to the audit.

- E. **Related Experiences and References:** For at least 3 relevant projects (State and Local Government) within the past 10 years, include a one or two page project description that demonstrates capabilities in the audit services, experience with similar cities, and/or local audit experience within the past two years.

- F. **Audit Strategy and Timeline:** Describe the audit approach to fulfill the scope of services listed within this RFQ. Submittal must outline the firms auditing strategy, including but not limited to number of auditors, ability to work remotely using access to City's electronic files. Submittal must show firms understanding of mandatory deadline and deliverables.

The following minimum should be addressed:

- a. Describe your firm's understanding of the audit
- b. Describe how your firm will organize to perform the services
- c. Provide procedures for coordination and communication with the city staff.
- d. Provide a schedule for the completion of the audit. Include start and end dates and milestones. Describe your resources available to complete the project.

G. **Additional Information:** At your discretion, include additional information that supports your submittal. However, the additional information section should be used carefully; this section of the submittal should not constitute the bulk of your submission.

SELECTION AND AWARD PROCESS

City's review Committee will review submitted response. The City of Longview intends to select a firm that demonstrates, in the City's opinion, the highest degree of technical merit, expertise and RFQ response. With that firm, the City of Longview will negotiate the technical aspects of the scope of work, deliverables, schedule and fee. However, if a negotiated agreement cannot be reached, the City of Longview may open negotiations with the firm that demonstrates the next highest degree of technical merit. This process will continue until the City has negotiated a successful agreement or decided to reject all responses.

Response to this RFQ will initially be evaluated in accordance with:

- A. **Compliance with Instructions:** The submittal will be evaluated for general compliance with instructions issued in the RFQ. Noncompliance with significant instructions may be grounds for dismissal
- B. **Mandatory Criteria:** The firm must demonstrate the ability to meet the mandatory criteria listed below:
 1. The auditor must be independent and licensed to practice in Texas.
 2. The firm has no conflict of interest with regard to any other work performed by the firm for the City.
 3. The firm must have the ability to conduct the audit in the timeframe required.
 4. The firm must have a continuing professional education program in state and local government accounting, auditing, and financial reporting.
 5. The firm will commit to making every effort to provide the same lead auditor for fieldwork and preparation of the audit for first year and each subsequent audit performed as a result of renewal options.

Once the mandatory criteria have been reviewed for compliance, the following evaluation criteria will be applied to all proposals that met the mandatory criteria.

Evaluation Criteria

1. Audit firm's experience in providing audits as described by the scope of work.
2. Qualifications of staff and number of staff dedicated to the project in order to efficiently execute the fieldwork and subsequent audit in a timely manner. The experience and expertise of staff assigned to the audit, to include work-related experience, education, and certification, and tenure with the firm. Auditors shall have experience in the area of auditing state and local governments or similar agencies.
3. Offerors shall demonstrate that they have staff capable of providing a thorough and comprehensive audit within the required timeframe. Please include names, qualifications, and a brief resume of each individual who will be assigned to the audit for the City of Longview
4. References and recommendations from past clients. Each response must provide agency names, names of contacts, addresses, and phone numbers of a minimum of three (3) agencies for which the Offeror has provided similar audit services as described in this RFQ. Please provide brief summaries of the scope of services provided for each agency.
5. RFQ information and auditing strategy and timeline. Submittal must outline the firms auditing strategy, including but not limited to number of auditors, ability to work remotely using access to cities electronic files. Submittal must show firms understanding of mandatory deadline and deliverables.

SUBMISSION INSTRUCTIONS

Please submit one (1) original and two (2) hard copies of your proposal along with an electronic submittal (ex. Flash drive). Faxed transmittals will not be considered.

Please use label provided in this packet when submitting your response.

Deadline: Submittals must be received at the location stated above no later than 2:00 p.m. on June 5, 2019. Submittals received after the deadline will not be accepted.

Presentations: Any and/or all respondents may be invited to make a presentation. If so, the City of Longview will notify the respondents of the date and time of the presentation.

All costs incurred by the respondent in the presentations will be the responsibility of the respondent. After any such presentations or demonstrations, submittals may be evaluated again.

Submittal Acceptance and Rejection: The City of Longview reserves the right to accept any submittal, to reject any or all submittals, to waive irregularities or informalities in any submittal, and to make the award in any manner deemed in the best interest of the City of Longview.

Questions: All questions shall be submitted in writing to: Jaye Latch, City of Longview Purchasing Department, P.O. Box 1952, Longview, TX 75606, purchasing@longviewtexas.gov, (903) 237-1324

GENERAL CONTRACT TERMS AND CONDITIONS

The following terms and conditions are applicable to the selection of professional services for the City of Longview.

Right to Reject

It is understood that the City of Longview, Texas, reserves the right to reject any and all responses and to waive informalities or defects in responses or to accept such response as it deems in the best interest of the City of Longview.

Funding

Funds for payment have been provided through the City of Longview budget approved by the Longview City Council for this fiscal year only. Texas law prohibits the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Any anticipated orders or other obligations that may arise past the end of the current City of Longview fiscal year would be subject to budget approval.

Proprietary Information

Each Offeror shall state any restrictions on the use of data contained in the Offeror's response to this RFQ and shall clearly indicate exactly which information, if any, is considered proprietary. Failure to do so shall result in the presumption that any information not so marked is not proprietary and may be released to the public under the Texas Public Information Act (Texas Government Code Chapter 552) and / or any other applicable law, and the City of Longview shall be under no obligation to maintain the confidentiality of any information not so marked. Proprietary information will be handled in accordance with applicable law.

Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of five years, unless the firm is notified in writing by the City of Longview of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

City of Longview

Auditors of entities of which the City of Longview is a sub recipient of grant funds

Auditors of which the City of Longview is a component unit.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

ATTACHMENT I

NOTICE TO ALL CITY VENDORS AND ALL POTENTIAL CITY VENDORS:

On May 23, 2005, the Texas Senate passed House Bill 914, adding Chapter 176 to the Local Government Code, and imposing new disclosure and reporting obligations on vendors and potential vendors to local governmental entities beginning on January 1, 2006. Failure to abide by these new statutory requirements can result in possible criminal penalties. The City of Longview is requiring you to complete the attached Conflict of Interest Questionnaire (CIQ) Form, prepared by the Texas Ethics Commission, at the direction of the legislature and strongly recommends you become familiar with House Bill 914.

The City of Longview will not provide any further interpretation or information regarding these new requirements; however, you may contact the Texas Ethics Commission at

<http://www.ethics.state.tx.us/> or at 1-512-463-5800.

Please remit the CIQ form with your response.

Thank you

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.